

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DDS/OP/BSD-	
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT	<input type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
SUGGESTION AND INVENTION AWARDS PERFORMANCE						
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify) Agency-wide	
	LOGISTICS		SECURITY			
	MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)		
20	Annually			7		
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING				
Memorandum		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
SAC Staff				NA		
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR
GS-13/10	\$10.48		1		\$10.48	1 \$10.48
GS-08/2	\$ 4.45		5		\$22.25	1 \$22.25
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						\$32.73
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
<p>This annual memorandum is furnished each Deputy Director under signature of Chairman, Suggestion Awards Committee to summarize the outstanding highlights of the directorate's or services' fiscal year performance. In addition, proposed letters of commendation are attached for each Deputy Director's signature addressed to those activities that attained an outstanding performance. This was started in 1958.</p>						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					<input type="checkbox"/> OTHER (explain) <div style="display: flex; justify-content: space-between;"> <div>MAN-HOURS</div> <div>DOLLARS</div> </div>	
16. DATE OF INVENTORY					STAT	
8 October 1970						